

18TH ANNUAL MEETING

THE
SOCIETY OF AMERICAN
ARCHIVISTS

Williamsburg, Virginia
September 12, 13, and 14
1954

GENERAL INFORMATION

Headquarters for the meeting are at the Williamsburg Lodge, South England Street.

The Registration Desk of the Society in the lobby of the Williamsburg Lodge will be available for service on Sunday, September 12, from 4 P.M. to 7 P.M. and from 8:30 P.M. to 9:30 P.M.; on Monday, September 13, from 9 A.M. to 12:30 P.M.

Tickets for luncheons, dinners, and bus tours should be obtained at the registration desk during the hours listed above. Tickets requested in advance will be available at the desk.

Monday afternoon, September 13, is open for sight-seeing in Williamsburg and vicinity. Information on where and how to go can be obtained at the registration desk.

Free bus service in the restored area of Williamsburg is available. The nearest bus stop to headquarters is at the Reception Center, directly across South England Street from the Lodge.

Archival and manuscript exhibits will be on display throughout the meeting in the Library of the College of William and Mary and in Archives and Records of Colonial Williamsburg, Goodwin Building, North Henry Street, next to the Post Office. Publications of Colonial Williamsburg and of the Institute of Early American History and Culture will be exhibited in the lounge of the Williamsburg Lodge.

THE SOCIETY OF AMERICAN ARCHIVISTS

P R O G R A M

Sunday, September 12

- 4:00-7:00, 8:30-9:30 P.M. REGISTRATION, Williamsburg Lodge
- 7:00 P.M. INFORMAL DINNER, Williamsburg Lodge Game Room.
Compliments of Colonial Williamsburg.
- 8:30 P.M. Meetings of the following Committees: State Archives,
Professional Standards, Audio-Visual Records, Membership,
College and University Records, Municipal Records.
- 8:30 P.M. FILM: "The Colonial Printer" Reception Center.

Monday, September 13

- 9:00 A.M.-12:30 P.M. REGISTRATION, Williamsburg Lodge
- 9:30 A.M. Game Room, Williamsburg Lodge

RECORDS ADMINISTRATION

Chairman: Herbert E. Angel, National Archives and Records Service.

Planning a Records Management Survey, Irving Zitmore, Records Engineering, Inc.
How to Organize and Operate a Records Management Program, Chester L. Guthrie,
General Services Administration.

Panel Discussion:

Edwin C. Zepp, Ohio State Archaeological and Historical Society
Philetus R. Peck, Michigan Department of Administration
William Benedon, New Jersey Supervisor of Public Records
Edward N. Johnson, U. S. Post Office Department
James Colton, Rhode Island Department of Administration

- 1:00 P.M. Luncheon, Game Room, Williamsburg Lodge

HISTORICAL MANUSCRIPTS AND ARCHIVES

Chairman: Lyman H. Butterfield, Institute of Early American History and Culture.

Address of Welcome, Carlisle H. Humelsine, Colonial Williamsburg
A Cavalier Approach to The Preservation of Historical Manuscripts,
John M. Jennings, Virginia Historical Society

The afternoon is devoted to the advancement of historical and archival knowledge by means of tours of Colonial Williamsburg, The College of William and Mary, Jamestown, Yorktown, and James River Plantations.

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7:00 P.M. ANNUAL DINNER, Game Room, Williamsburg Lodge

Presiding: Charles F. Marsh, College of William and Mary

Presidential Address: Archives: Profession and Society, Wayne C. Grover, National Archives and Records Service

9:00 P.M. BUSINESS MEETING

Tuesday, September 14

10:00 A.M. Blow Gymnasium, College of William and Mary

THE NATIONAL ARCHIVES AFTER TWENTY YEARS

Chairman: Solon J. Buck, Washington, D. C.

The Archivist's View - From the Inside, Robert Bahmer, National Archives and Records Service

The Archivist's View - From the Outside, Ernst Posner, School of Social Sciences and Public Affairs, American University

From the Viewpoint of the Research Scholar, Boyd Shafer, Secretary, American Historical Association and Managing Editor of American Historical Review

1:00 P.M. Luncheon, Game Room, Williamsburg Lodge

MUNICIPAL ARCHIVES

Chairman: William J. Van Schreeven, Virginia State Library

Recent Developments in Municipal Archives, Richard Ruddell, Ford Motor Company

2:30 P.M. Game Room, Williamsburg Lodge

STATE RECORDS

Chairman: Margaret C. Norton, Illinois State Library

The North Carolina State Records Center, Christopher Crittenden, North Carolina Department of Archives and History

Microfilming State Records, W. Frank Burton, Jr., North Carolina Department of Archives and History

Panel Discussion:

Leon de Valinger, Delaware Public Archives Commission

Charles W. Dickens, Delaware Public Archives Commission

Rex Beach, Maryland Hall of Records

Beryl E. Gardner, Maryland Hall of Records

Daniel F. Noll, Management Office, District of Columbia Government

THE SOCIETY OF AMERICAN ARCHIVISTS

18th Annual Meeting - Williamsburg, Virginia
September 12-14, 1954

HEADQUARTERS. The Society's headquarters will be at the Williamsburg Lodge, South England Street. The Registration Desk of the Society will be ready for service at 4:00 P.M., Sunday, September 12.

TRANSPORTATION. Air Lines. The nearest airport to Williamsburg is Patrick Henry Field (Williamsburg and Newport News). This airport is served by Capital and by Piedmont Air Lines. Limousine service to the Williamsburg Lodge. The Byrd Airport of Richmond is served by American, Capital, Eastern, National, and Piedmont Air Lines. Limousine service to Richmond. However, the Byrd Airport is on the road to Williamsburg and a Greyhound bus connection may be made with some plane arrivals by calling the Richmond Bus Terminal to request that the bus stop at the entrance to the airport on Highway U. S. 60. Bus stop can be reached by cab from the airport.

Railroad. Williamsburg is on the Chesapeake & Ohio Railway. Pullman and coach service from Chicago and St. Louis, via Cincinnati. Connections in Richmond with the Atlantic Coast Line and the Seaboard from the south and with the Richmond, Fredericksburg & Potomac Railroad from Washington.

Bus. Greyhound from Richmond, where north, south, and west connections can be made.

Private Cars. Williamsburg is on U. S. 60 (Richmond to Newport News) and on U. S. 168 (from Newport News) which, 12 miles northwest of Williamsburg, affords the quickest route to Washington via VA. 33 to West Point, thence by VA. 30 to U. S. 360 north.

ROOM RESERVATIONS. To reserve rooms at the Williamsburg Lodge or the Williamsburg Inn, use the enclosed reservation form and mail it to the Reservation Manager as soon as possible. Tourist rooms can be reserved by writing to the Williamsburg Chamber of Commerce.

ADVANCE REGISTRATION. In order to expedite registration routine during the meeting, advance registration is urged. Please fill out the enclosed registration card and send check covering meals and registration fee, addressed to: Lester J. Cappon, Chairman, Committee on Local Arrangements, Box 203, Williamsburg, Virginia. Your tickets, badge, and other material will be ready for you when you arrive. DO NOT ADDRESS REGISTRATION DATA to the hotel.

A special bus tour to Jamestown and Yorktown will be scheduled for Monday afternoon, September 13, if the number of requests for it is sufficient. The price, \$3.48, includes admission to Jamestown. Mark your registration card accordingly, but do not send advance payment.

HOST ORGANIZATIONS

Colonial Williamsburg

College of William and Mary

Institute of Early American History and Culture

SOCIETY OFFICERS

Wayne C. Grover, President

Ernst Posner, Vice President

Henry E. Edmunds, Secretary

William D. Overman, Treasurer

COUNCIL

Christopher Crittenden
Leon de Valinger
Robert H. Bahmer

Morris L. Radoff
Alice E. Smith
Karl L. Trever

PROGRAM COMMITTEE

W. Frank Burton, Jr.
Oliver W. Holmes
Arthur Pierce Middleton
Richard Ruddell
Irving Zitmore
Morris L. Radoff, Chairman

LOCAL ARRANGEMENTS COMMITTEE

Lynette Adcock
Mrs. John Creasy
Herbert L. Ganter
William G. Harkins
Mrs. Luta Sewell
Lester J. Cappon, Chairman

HOTEL RESERVATIONS

In making your reservation for the meeting of the Society of American Archivists, September 12 to 14, 1954, in Williamsburg, Virginia, this form should be used. Mail it directly to Miss Frances Burns, Reservation Manager, by September 1.

Single rooms are very limited. Members are asked to share rooms. The room rates are as follows (European Plan):

WILLIAMSBURG LODGE

Double with bath, \$9 to \$13 a day
Single with bath, \$7 & \$8 a day

WILLIAMSBURG INN

Double with bath, \$15 to \$20 a day
Single with bath, \$11 to \$14 a day

It is important that each person make his individual reservation. Please indicate the person with whom you will room. Reservations are held until 6:00 p.m. If you expect to arrive later than 6:00 p.m., a deposit of \$10.00 is requested. If the reservation is cancelled twenty-four hours ahead of the arrival day, the deposit will be refunded. Guests arriving early in the day are reminded that rooms are often not ready for occupancy until mid-afternoon as our check out hour is 3:00 p.m. Every effort will be made to accommodate early arrivals, but there may be times when early occupancy is not possible.

Miss Frances Burns
Reservation Manager
Williamsburg Lodge
Williamsburg, Virginia

Dear Miss Burns:

I shall attend the Society of American Archivists Meeting in Williamsburg September 12 to 14, 1954. Please reserve for me:

WILLIAMSBURG LODGE

Double with bath _____
Single with bath _____

WILLIAMSBURG INN

Double with bath _____
Single with bath _____

I plan to room with: _____

I shall arrive in Williamsburg _____ date _____ hour _____

and leave _____ date _____ hour _____

Name _____

Address _____

Date _____

TRANSMITTAL SLIP		
(Date)		
TO:		
BUILDING		
REMARKS:	<i>Has been run & copies given to</i>	
FROM:	<i>Bob</i>	
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
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